

Professional and Managerial Branch
Administrative Group
General Services Series

GENERAL SERVICES DIRECTOR

9/05 (AIS)

General Purpose

Under general direction, as department head, manage strategic functions associated with acquiring and maintaining safe and legally compliant automotive, off road vehicle or other non-stationary motorized equipment fleets for various City departments, and manage citywide facilities maintenance and copy center functions through subordinate supervisors.

Typical Duties

Formulate comprehensive, coordinated and cost effective long and short range transportation and construction fleet development and preservation plans. Involves: Establish and modify standards and policies to ensure cost effectiveness of internal and external delivery of service to departments supported. Collaborate with user departments to assess fleet select, usage, retention or replacement needs and priorities to ensure ongoing operational or special project goals are met, to evaluate economic utility of different types of City vehicles or equipment in terms of efficiency, reliability and serviceability, and to research trends and prepare technical specifications that take advantage of manufactures' innovations and adhere to pertinent legislation on safety, fire, toxic chemical storage or disposal, air quality or similar issues. Serve on various inter-jurisdictional committees to represent the City's fleet management interests, and as liaison to federal, state and local regulatory agencies.

Organize, establish, coordinate and control department fleet inspection, repair, servicing, fueling, replacement, disposal and storage operations, and utilization of maintenance garages, fueling stations, parking yards, and parts and fuel storage facilities either personally, or through subordinate supervisor or vendors. Involves: Devise, implement and assess shop methods, and preventive maintenance, compliance modification and safety awareness programs. Allocate personnel, materials or other resources and balance work flow to ensure availability of police patrol or motor pool cars or trucks, or medium and heavy vehicles and equipment such as those used for refuse collection and disposal, material and weight handling, and construction as needed. Arrange for emergency field assistance to disabled vehicles and equipment as warranted. Investigate and resolve priority conflicts and delay complaints. Periodically and randomly inspect facilities, equipment and practices for conformance with operational standards to identify, diagnose and solve scheduling or organization problems, or arrange timely repair, maintenance and installation of shop machinery or tools. Monitor inventory levels and order materials and supplies to ensure continuity of shop production and fueling activities. Review work and quality control records, job orders, material and equipment reports and related statistics to initiate corrective measures to optimize operations. Inventory, store and dispense automotive parts, including tires and accessories, and fuels and lubricants. Collaborate with user departments and property control to arrange for and schedule sale of obsolete, unrepairable, surplus or abandoned vehicles or equipment. Dispose of hazardous waste.

Oversee citywide facility maintenance and copy center functions. Involves: Plan and implement repair, maintenance and maintenance services to facilities and facility systems. Approve development of maintenance schedules for repair, maintenance and renovation of building, structures and related components. Determine prioritization of facilities-related projects. Confer with staff, contractors and other agencies regarding availability of supplies, equipment, staffing and related resources. Monitor operations coordination with client departments. Authorize and approve specifications for contracted janitorial, printing and other temporary services. Ensure cost effectiveness and efficiency of copy center services. Approve expenditures and requisition for tools, equipment supplies and outside temporary services. Respond to concerns or complaints relating to the timeliness or quality of services.

Direct department administration. Involves: Conduct cost-benefit, statistical or other analyses such as charge backs of labor and material costs to departments served, equipment purchases, and review unit funding requests and suggestions for program improvements and staffing changes to prepare consolidated annual budget, and set and measure organization performance. Participate in capital improvement planning by recommending new and modified facilities and equipment. Monitor expenditures of budgeted funds by recording and analyzing purchase, repair, personal services and other costs to minimize expenditures for which accountable in accordance with established City financial policies and procedures. Oversee operation and upkeep of computerized inventory and fleet management information systems. Obtain and maintain internal payroll and related employee records, requisition and purchase order documents, and City vehicle and equipment registrations, titles, legally required testing results and insurance coverages or other required records. Monitor execution of contracts for services and supplies in accordance with City procurement policies and procedures. Prepare department equipment, fuel and materials specifications.

Supervise assigned supervisory and nonsupervisory professional, managerial, and general services personnel. Involves: Assign duties, issue written and oral instructions and check work for exactness, neatness, and

conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate performance and review ratings by subordinates. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance and safe working practices. Maintain supervisor-subordinate harmony and resolve grievances. Interview applicants, hire, terminate, counsel and discipline subordinates. Change personnel status, organization structure and job designs.

Perform miscellaneous related managerial and administrative duties as required. Involves Substitute as qualified for own supervisor, peers or subordinates during temporary absences by carrying out specifically delegated functions to maintain continuity of normal operations and services. Act as technical advisor on accident reviews and operator safety program development. Conduct special studies. Serve on ad hoc committees. Prepare and present special and recurring reports and recommendations containing technical data and cost estimates affecting department activities for review by City officials and other executives.

Knowledge, Abilities and Skills

- Comprehensive knowledge of modern methods, materials and tools used in automotive and construction equipment.
- Comprehensive Knowledge of mechanic trades including mechanisms, uses, limitations, maintenance, repair and fueling of automotive vehicles and public works and fleet management equipment.
- Comprehensive knowledge of facility and systems repair and maintenance requirements, facilities maintenance principles, methods and techniques, including accessibility and safety requirements.
- Considerable knowledge of budget preparation and administration computerized accounting and inventory management systems.
- Considerable knowledge of supervisory practices.
- Considerable knowledge of safety hazards and precautions common to municipal maintenance and repair activities.
- Considerable price trends and grades or quality of parts, fuels, and shop equipment and supplies.
- Ability to plan, organize, direct and inspect operations of automotive and equipment repair shops and storage facilities.
- Ability to establish and administer preventive maintenance, internal cost accounting and inventory control programs.
- Ability to analyze operating effectiveness and efficiency to devise, develop and implement improvements
- Ability to read and comprehend common technical, financial and legal documents.
- Ability to apply established mathematical and statistical techniques, analyze data in practical situations.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees, officials, user departments, vendors.
- Ability to respond to common inquiries or complaints of individuals or groups.
- Ability to firmly and impartially exercise delegated appointing officer authority in the supervision and evaluation of subordinate personnel.

Other Job Characteristics

- Occasional exposure to elements common to a major repair shop.
- Occasional driving through city traffic.

Minimum Qualifications

Training and Experience: Equivalent to an accredited college or university with a Bachelor's Degree in Automotive or Mechanical Engineering, Fleet or Transportation Management, or Business or Public Administration, plus eight (8) years of progressively responsible professional operational and administrative experience in repair and maintenance of gasoline, diesel or alternatively fueled automotive or construction equipment, including at least (4) years as a second level supervisor or manager with responsibility for organization structure or staffing, work scheduling, conflict resolution, budget preparation, cost control, parts of fuels inventories, or contract services in a

large or multiple facility, labor intensive fleet management environment.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head

OFFICIAL